

TOWN OF PALM BEACH

Information for Town Council Meeting on: October 10, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Bob Miracle, CPA, Deputy Town Manager, Finance and Administration

FROM: Dean Mealy II, NIGP-CPP, CPPO Procurement and Contract Manager

RE: Approving the award of RFP No. 2023-30, Holiday Lighting to Rileighs Outdoor Decor LLC dba Christmas Designers Florida in the amount of \$155,565 and a five-year award in the amount of \$780,000 based on satisfactory performance and budget authorization, **Resolution No. 127 -2023**

DATE: September 26, 2023

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the award of RFP No. 2023-30, Holiday Lighting to Rileighs Outdoor Decor LLC dba Christmas Designers Florida in the amount of \$155,565 and a five-year award in the amount of \$780,000 based on satisfactory performance and budget authorization.

GENERAL INFORMATION

The existing contract award expired on September 30, 2023. It was awarded on July 7, 2017, to Christmas Designers, Inc. During their five years, the firm provided excellent service to the Town.

The new RFP No. 2023-30 for Holiday Lighting was issued on August 2, 2023. The solicitation was broadcast through DemandStar, Public Purchase, the Town website, and the Palm Beach Post.

The Town received six submissions for the RFP.

The selection committee consisted of:

<u>Voting</u>	<u>Non-Voting</u>
Carolyn Stone	Ryan Canterbury-facilitator
Paul Colby	
Melissa Ladd	

The following firms submitted for the RFP:

- All Seasons Imports DBA The Christmas Palace
- Christmas decor by Elves
- Randy's Holiday Lighting
- Rileighs Outdoor Decor LLC dba Christmas Designers Florida
- Shellard Lighting Designs LLC
- Sherlock Tree Company

The selection committee unanimously voted to maintain the current vendor, Rileighs Outdoor Decor LLC dba Christmas Designers Florida.

FUNDING/FISCAL IMPACT

Funding for the project will be from the Public Works Department operating budget.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.